

## Lesson 3: Adding Content

In this lesson, you will learn how to:

- Enable editing of the site
- Add resources to the course page
- Link to a file from the course home page
- Add a link to an outside web site
- Move Resources and Activities to a block

Much of your course content has already been created for you. However, there may be times when you want to add to the existing resources and activities by using some of your own materials. With Navigate, you upload your files, and then create links to them from the course home page. You can even compose text directly into Navigate!

### Turning Editing On

You must turn editing on before you can make changes to a Navigate course site. In the Administration block, click the **Turn editing on** link or click the Turn editing on button in the upper right corner of the home page. With editing turned on, the sections expand, and you have icons for editing options, resources, activities, and blocks.



Navigate has a standard set of editing options for all resources and activities. See the images below for a close-up view of Editing Options.

1 Lesson 1: Orientation to the course; Evidence Based Practice to Promote Excellence in Nursing Practice

This lesson will provide an understanding of evidence-based practice (EBP), the research process, and the steps of the research process. The differences and similarities between the research process and evidence-based practice (EBP) will be discussed. Additionally, the evolution of nursing research and evidence-based practice (EBP) will be explored from their beginnings to the present day, including research collaboration.

**Core Knowledge**  
Review the following items for this lesson's study.  
Please read Nursing Research eBook - Chapter 1 → ✎ ✕ 🗑️  
Read Chapter 1 in your interactive eBook  
Read Chapter 2 in your interactive eBook  
Lesson 1 Interactive Lecture

**Skill Check**  
Use the following practice activities as many times as you want to help study the key concepts for this course. These review activities are ungraded.  
Interactive Exercise: The History of Nursing Research 1  
Interactive Exercise: The History of Nursing Research 2  
Interactive Exercise: Evidence-Based Practice (EBP) vs. Nursing Research

**Assignments**  
Begin your participation in the discussion as you begin studying the material for this week. After you have studied the material and tested yourself using the practice activities, complete the assignment and take the quiz for this lesson.  
Lesson 1 Assignment  
Lesson 1 Discussion Forum  
Lesson 1 Quiz

✎ Add a resource... ? Add an activity...

The standard set of **Editing Options** includes the following:

- Indent/Outdent →
- Move (up or down) ↕
- Edit content ✎
- Delete ✕
- Show/Hide 🗄️
- Groups (No groups/separate groups/visible groups) 👤

## Adding Resources

? Add a resource...  
Add a resource...  
Insert a label  
Compose a text page  
Compose a web page  
Link to a file or web site  
Display a directory  
Add an IMS Content Package  
Add a new tab display

The most commonly used resources you can choose to add to a section are:

- **Label:** A simple text label, usually of less than one sentence.

- **Text page:** Composing a text page or web page in Navigate gives you limited creativity. The text page uses plain text and would be best for a quick, short announcement or information page.
- **Web page:** Composing a web page in Navigate allows for use of the HTML editor and is better than a plain text page, but is still quite limited compared to the functionality that an external web editing program has.
- **Link to a file or web site:** Linking to a file or web site is possibly the most popular resources in Navigate. The linked file can be in any standard format: html, pdf, docx, ppt, txt, jpg, gif, etc.

### Exercise 3-1 Inserting a Label

In this exercise you will practice inserting a simple formatted text label.

1. From any Section click **Add a resource** menu, click **insert a label**.
2. In the Label textbox type your content.
3. Use the formatting tools to align and/format your text as you would like it to appear.
4. Click **Save and return to course**.

### Exercise 3-2 Linking to a File

In this Exercise you will upload your Class Syllabus.

1. From any Section click **Add a resource** menu, click **Link to a file or web site**.
2. In the Summary text box, type *Class Syllabus*.
3. In the Link to a file or web site section, click **Choose or upload a file**.
4. Click the **Upload a file** button.
5. Locate your Syllabus document on your computer, select the document.
6. Navigate will now upload the file, when uploading is complete you will be returned to the files area.
7. In the files area select **Choose** from the action area.
8. The Syllabus file name should display in the **Location** text box.
9. Scroll to the bottom of the screen and click **Save and return to course**.


### Exercise 3-3 Adding a Link to a Web site

Adding a link to a web site is a common task in Navigate. In this exercise you will add a link to the course home page.

1. In any Section, click **Add a resource** menu.
2. Select **Link to a file or web site**.
3. In the Name text box, type the name of the link you wish to add.
4. Leave the Summary text box blank.
5. In the Location text box, type or copy/paste the URL of the web site you are adding.  
*Note: If you need to search for a web site's URL, click Search for web page button to browse for the site and then copy and paste its URL into this box.*
6. Keep all the remaining default settings.
7. Scroll to the bottom of the screen and click **Save and display**.
8. Return to the course home page.

### **Exercise 3-4 Moving a Resource or Activity to a different Block**

As you continue to set-up your Navigate course you may want to move a Resource or Activity to a different block. Follow these steps to ensure a smooth process.

1. In the course home page, click the **Turn editing on** button.
2. Select the double arrow icon  next to the Resource or Activity that you would like to move.
3. You will now see the text **Move to here** appear above and below every Resource and Activity on the page.
4. Click the **Move to here** link in the section that you would like your content to be moved to.
5. **Check your work** to ensure the Resource or Activity is placed where you intended.
6. Repeat these steps as needed to rearrange your course content.